

# Arkansas Community Service Awards Corporate Nomination Form Instructions

A finalist from each category is chosen each month from June 2010-May 2011.

Get your nominations in early  
to give your nominee more chances to be a finalist!

Forms should be submitted to:

DHS-Division of Volunteerism ~Arkansas Community Service Awards  
700 S. Main Street PO Box 1437 Slot S-230 Little Rock, AR 72203.

For more information please contact our office at 501-682-7540 or check out our  
website for more details and to download nomination forms:

[www.arkansas.gov/dhs/adov](http://www.arkansas.gov/dhs/adov)

1. Please attach a statement detailing why you think this corporation deserves the Arkansas Corporate Humanitarian Award. This should be a general statement about the corporation's civic involvement and should not exceed 500 words or two typewritten, double spaced pages.
2. Additional attachments of not more than five pages of supplementary material may be submitted along with the nomination. Accompanying materials may include letters, news clippings, pamphlets, etc. Please do not submit tapes, cassettes, display materials, films, scrapbooks, books, etc., as they will not be considered in judging the nomination.

## **JUDGING CRITERIA**

In order to enable the committee to better evaluate each nomination, it is essential that your corporate presentation include the following:

1. Total number of employees.
2. Description of your corporation's projects, programs and other community service.
3. Your corporation's monetary contribution to the community. This may be an approximation and may include estimated value of in-kind contributions. Please note how much of the total is in-kind.
4. Policies encouraging volunteerism among your employees.
5. Percentage of employees involved in community services.
6. If possible, the average yearly total of hours donated to the community by your corporation's employees.
7. Total impact of the corporation's contribution on the quality of life in the community/state.